

# PARENT-STUDENT HANDBOOK

NOS Primary Stage of Grades (4-5)  
 School Year 2023-2024



## The Primary Stage of Grades (4-5)

Date: 19/8/2023

Dear NOS Students/Parents,

On behalf of the Primary Stage (4-5) staff, I am happy to welcome you to the 2023/2024 school year! We are looking forward to our collaboration in providing a safe and nurturing environment as well as a challenging and varied curriculum.

We are pleased to provide you with this handbook. It has been created to set out practices and procedures of our Stage and answer a good number of those “frequently asked questions”. Please use it as a reference. However, please do not hesitate to contact us if you have any further questions.

We, the dedicated team of The Primary Stage of Grades (4-5), feel privileged to be a part of The NOS family. We thank you for your support and look forward to meeting you.

Warmest Regards,

**Suhair Haddadeen**  
**Head of Primary Stage (4-5)**

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# Our Vision

The National Orthodox School (NOS) – Shmaisani seeks to raise mindful and creative generations, loyal to their homeland, possessing elements of excellence and exemplifying noble human values.

# Our Mission

NOS, a co-educational and non-profit school, endeavors to provide a safe and inspiring learning/teaching environment that stimulates creativity to enrich society with informed, patriotic generations who believe in the values of love, peace and coexistence and who are deeply rooted in their heritage. We seek to prepare generations who are well-equipped intellectually, morally, and spiritually to realize their maximum potential, pursue their aspirations and actively serve their homeland and humanity at large.

# Our Aims

We aim to help our Students:

1. Exhibit a high sense of ethical awareness and demonstrate a sense of belonging to their society and humanity at large.
2. Personify the NOS values and attributes, foremost of which are: Love, Humility, Honesty and Kindness.
3. Embody a cultured, civilized and open-minded identity that contributes to world civilizations.
4. Exemplify self-acceptance, self-control and the ability to positively express themselves.
5. Respect diversity in all of its forms and deal with it tolerantly and wisely.
6. Abide by the school's regulations; protect private and public property and the natural environment and its ecosystem.
7. Utilize their free time ethically to meet their spiritual, physical, psychological, social and aesthetic needs.
8. Participate in voluntary work and be role models for social solidarity and responsibility.
9. Embrace inquiry-based learning, communication, reflection, critical thinking, social skills and the use of state-of-the-art technologies.
10. Unravel their maximum creative potential and innovative energy.

# SCHOOL DAY

## Classes Timetable

Time	Classes
8:00	Morning Assembly
8:15 – 8:55	First Class
8:55 – 9:35	Second Class
9:35 – 10:15	Third Class
10:15 – 10:55	Fourth Class
<b>10:55 – 11:25</b>	<b>Break 1</b>
11:25 – 12:05	Fifth Class
12:05 – 12:45	Sixth Class
<b>12:45 – 12:55</b>	<b>Break 2</b>
12:55 – 1:35	Seventh Class
1:35 – 2:10	Eighth Class
2:00	Bus Departure
2:10	Departure of Students to Playgrounds
2:15 – 2:55	Waiting Room (Registered Students)

## Arrival & Departure

**Students are expected to arrive at Stage (4-5) at 7:50. Students should attend the daily morning assembly at 8:00.**

First class begins at 8:15. Students arriving after 8:15 should refer to the discipline supervisor office to receive a permission note to enter classroom.

If a student is absent or tardy to school, the parent or guardian should telephone the Stage Office 5608500 ext. (161) – 0790235002 the same day stating the reason for the student's absence or tardiness. Absences are only accepted if student/parent provides the Head of Stage with a valid, written note of explanation and a certified medical report, especially during exams period.

**PLEASE CALL EACH DAY YOUR CHILD IS ABSENT.**

Students who use the bus service should depart school in buses allocated to each of them at 2:00. If for any reason a parent wants to pick up his/her children from school, he/she should notify the Head of Stage in writing before 11:00 PM. Verbal and phone notifications are acceptable.

Students are not allowed to leave the school premises during school hours. Parents who need to pick up their children during school hours have to take written leave permission from the Head of Stage.

Parents are encouraged to drop - off their children at the school gate, and to pick them up from the playgrounds at 2:10.

*Parents should send a written approval; in case they wish their children to walk home on their own.*

## Recess/Break

Students have two supervised breaks. Outdoor break from 10:55 – 11:25, and indoor break from 12:45 – 12:55.

## Supervision after School

Unless children are attending an after-school activity, they must be with a parent after school. Students may not stay in the playgrounds after school hours unless supervised by a parent.

Please support us in encouraging a healthy lifestyle by not sending candy, gum, chips or fizzy drinks to school at any time.

**A healthy snack consists of** a sandwich, fruits/vegetables, water and juice.

# LOST & FOUND

There is a large cupboard at the Stage office for lost and found items. Parents are welcome at the end of the school day to check for any lost items. Items are often put on display at assemblies or during Parent – Teacher Conference time. In order to reduce the number of lost items stored, we would appreciate if student’s belongings are clearly labeled.

# HOMework



Homework is an important part of the educational programme. It provides the student with opportunities for independent practice, skills reinforcement, research and also promotes the development of good time management and responsibility. Students at The Primary Stage (4-5) are assigned a “Weekly Homework Planner”.

The weekly Homework planner is a very systematic and organized way to inform parents and students about homework assignments, projects and notes throughout the week. It is also a systematic way to help the teacher collect and register students' homework assignments the next day.

## Assignments may consist of the following:

- Arabic Dictation
- English Dictation
- French Dictation
- Arabic Reading Assessment
- Math Daily Assignment
- English Language Assignments
- Quizzes

## Parents must ensure that their child:

- Is consistent in doing homework.
- Does the homework neatly and on his/her own
- Submits the homework on time.

The weekly planner is sent as a hard copy with students, and as a soft copy by email **every Thursday**. Kindly encourage your child to check the weekly planner on daily basis.

## Essential items that your child needs every day:

- **(3-4) sharpened pencils + 1 blue pen + 1 marker + 1 ruler + 1 eraser and 1 sharpener.**
- **A pair of scissors and glue.**
- **All required books + copybooks (laminated with the students' full name, grade & section)**
- An **ENVELOPE FILE** labeled **(Homework & School Notes)**. This file should be kept in the student's bag at all times to be used for sending all school notes and homework activity sheets.

All completed & corrected work need to be removed from the envelope file and kept at home. Kindly refer **ONLY** to the **Weekly Planner** for any Homework or Assignments.

## Important Supplies

**Kindly send a box of tissues, a box of wipes and a sanitizer for students' use in the classroom.**

# ASSESSMENT & GRADING



Student assessment is a vital part of the educational process. The following testing procedures are used:

<b>First Month Assessment</b>	20%	Pencil & Paper
<b>Second Month Assessment</b>	20%	Pencil & Paper
<b>Third Month Assessment</b>	20%	Quizzes, in class performance & projects
<b>Final Assessment</b>	40%	Pencil & Paper

Ongoing assessment will be carried out throughout the school year, whether announced such as reading tests, dictation, etc. or unannounced such as pop quizzes, oral questions and observation.

Report cards are issued three times a semester to inform parents of their child’s academic performance: 1<sup>st</sup> month, 2<sup>nd</sup> month, 3<sup>rd</sup> month + Final.

## COUNSELORS

The Stage counsellors support students emotionally and socially in all aspects of the school environment. Counsellors provide one-on-one and group guidance to students, help them understand and accept themselves (their capabilities, interests, needs, etc.). They also teach them how to deal with their feelings and express them in a healthy manner, provide moral support and advice to students in times of hardship and help in conflict resolution.

They are also available to discuss issues of concern with parents on a private and individual basis.

## SCHOOL CLINIC

The NOS is keen on providing its students with proper health care. A full-time doctor and a nurse are present during school time. They perform a full medical checkup for students and follow up on their vaccine schedule. They are always ready to give a helping hand.

Parents should inform the Head of Stage of any medical condition, allergy or medication that needs special attention during school’s hours.

Students may visit the school clinic during school hours. They must inform their class teacher before visiting, unless it is an emergency situation.



# SCHOOL PRIMARY LIBRARY



The Library is situated on the ground floor. The NOS Learning Resource Centre for Grades (1-5) is a place for students in Grades 1 through 5 to read, inquire and share. Services are provided by a teacher – librarian. The centre is open during break time 10:55 – 11:25.

Students may borrow one book per week.

# CODE OF CONDUCT



NOS – The Primary Stage of Grades (4-5) has a defined set of aligned expectations for monitoring and supporting student conduct. The aim of our conduct guidelines is to help students take ownership of any problems and develop responsibility to change any bad behavior or choices.

Parents will receive a copy of the Code of Conduct at the beginning of the school year.

## **Our expectations are:**

- Responsible and safe citizens
- Innovative Learners
- Demonstrate Respect
- Encourage and Include Others

# UNIFORM



The purpose of a school-uniform is to establish a school environment that provides a productive, academic atmosphere, which supports students' learning and reflects the educational values of the school and the parents.

The School uniform is to be worn on all days of the week except on days with P.E classes.

Kindly abide by the NOS – Shmaisani School Uniform and General Appearance Policy, that was shared with you earlier.

# TOYS, MOBILE PHONES & BIRTHDAY CELEBRATIONS



Games or toys of any kind are not allowed at school.

**Mobile phones are not allowed.** Students may use the Stage office telephone if they need to contact their parents. Birthday celebrations are not allowed in class during school hours.



## COMMUNICATION WITH PARENTS

Open and ongoing communication with parents is one of our top priorities. Please call or contact us by email if any questions or concerns arise.

If you need to discuss any academic or behavioral matter with the administration and or a teacher, kindly arrange for a special meeting by calling the Stage Office: 5608500, ext.161 - 0790235002 or by sending a note by e-mail: [Dep4-5@nos.edu.jo](mailto:Dep4-5@nos.edu.jo)

All visitors must sign in and out at the Main Gate – office and wear the visitor’s badge.

**Please note that many issues may be easily resolved by simply sending a note with your child to his/her teacher.**

Items and messages brought to school for students during school hours are to be brought to the Stage Office. Please do not deliver them to the classroom, as this interferes with the learning process.

E-mails & SMS are important means of communication throughout the school year. Weekly planners, announcements, Exam schedules, reminders and different activities will be sent via Stage E-mail or via the NOS E-mail.

Students will also receive certain documents, uploaded on the School Learning Management System: NOS – LMS.

In case of emergency such as an early school closing or snow days, you will be contacted via SMS and email. Please be sure that the school has updated phone numbers and email addresses.

### Parent – Teacher Conference

There are two official teachers and parents meeting throughout the academic year to discuss the students’ academic, social and behavioral development.

A circular will be sent to inform you of the day and date of each meeting.

# SCHOOL ACTIVITIES & FIELD TRIPS

A detailed letter will be sent to you prior any activity or field trip, to inform you of all the details.

# TEACHERS OF GRADES 4 & 5 CP

Teacher	Subject	Grade   Section
Nariman Samawi	Arabic Language	Grade 5   C,D,E
Amal Batarseh	Arabic Language	Grade 4   C
Salam Akasheh	Arabic Language	Grade 4   E, G
Remah Abadi	Arabic Language	Grade 4   D, F
Shereen Za'tar	Arabic Language	Grade 5   F, G
Lara Imseeh	English Language	Grade 4   E, F, G
Nisreen Mousa	English Language	Grade 4   C, D
Laila Al- Masri	English Language	Grade 5   D, F
Noor Hijazi	English Language	Grade 5   C, E, G
Raghda Dahabreh	Math	Grade 4   C, E
Wafa Rabadi	Math	Grade 5   C, D, E, G
Nuha Fallas	Math	Grade 4   D, F, G – Grade   5 F
Nehal Akroush	Science + Science coordinator (4-5)	Grade 5   C, D, F
Waed Buqaen	Science	Grade 5   E, G
Sandra Jildeh	Science	Grade 4   All Sections
Manar Haddad	Global Perspectives	Grade 4   All Sections
Hala Hmoud	Global Perspectives	Grade 5   All Sections
Neveen Ghattas	Arabic Social Studies	Grades 4 & 5   All Sections
Suha Barhoumeh	Christian Religious Studies	Grade 4   D, F - Grade 5   D, F, G
Marlin Halabi	Christian Religious Studies	Grade 4   C, E, G - Grade 5   C, E
Raed Al Sayeg	Christian Religious Studies	Grades 4 & 5   All Sections
Sakha Gharaibeh	Islamic Religious Studies	Grades 4 & 5   All Sections
Tania Fakhouri	French Language	Grade 4   E, F, G - Grade 5   F, G
Fatima AlAzazi	French Language	Grade 4   C, D - Grade 5   C, D, E
Marwa Twal	Physical Education	Grade 4   All Sections - Grade 5   A, B, C, D
Reem Mazahreh	Physical Education	Grade 5   E, F, G
Waseem Qassis	Physical Education	Grade 4   All Sections - Grade 5   A, B, C, D

Teacher	Subject	Grade & Section
Islam Rasheed Human Ed	Physical Education Music	Grade 4 & 5   E, F, G   All Sections
Maram Abu Haija	Drama	Grade 4 & 5   All Sections
Rania Massoud	Computer	Grade 4   E, F, G - Grade 5   All Sections
Laureen Smeirat	Computer	Grade 4   C, D
Dima Qaqish	Art	Grade 4   C, D - Grade 5   All Sections
Jumana Suyagh	Art	Grade 4   E, F, G
Jwan Qaqish	Counselor	Grade 4   All Sections
Rasha Dibbo	Counselor	Grade 5   All Sections
Wafa Haddadin	Discipline Supervisor	Grades 4 & 5   All Sections

# SCHOOL CONTACT LIST

NOS-Shmaisani	5608500
Head of Primary Stage (4-5)	ext. 106
Secretary Office	ext. 161
Discipline Supervisor	ext. 192
Counselors	ext. 127
Teachers' Room	ext.194
School's Clinic	ext. 125
Activities Department	ext. 115
Finance Department	ext. 118
School Store	ext. 146
Registration & Students' Affairs	ext. 110

**Thank you for your support, and have a great school year!**

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